

# Texas Historical Commission

## Job Vacancy Notice

**Position Title:** Hispanic Outreach Coordinator  
**Classification Title:** Program Specialist II  
**Job Posting Number:** 18-17  
**Salary:** \$4,000.00-\$4,500.00/month  
**Salary Group/Class#:** B18/1571  
**FLSA:** Exempt  
**Opening Date:** 09/01/2017  
**Closing Date:** Until filled  
**Duration:** Regular, Full-time  
**Hours/Week:** 40 hours  
**Work Location Address:** Texas Holocaust and Genocide Commission (THGC)  
1711 San Jacinto, Austin, TX. 78701

**JOB OBJECTIVE:** Perform moderately complex consultative services and technical assistance work. Work involves assisting with planning, developing, and implementing "Awareness Programming and Educational Resources" regarding the Holocaust and genocides, and providing consultative services and technical assistance to educational institutions, other governmental agencies, community organizations, and the general public. Work under general supervision, with limited latitude for the use of initiative and independent judgment.

The Hispanic Outreach Coordinator will engage Hispanic students in Holocaust and genocide studies that incorporate lessons from their own history and enable them to make connections to current events. The coordinator will work with the THGC's Executive Director, Education Coordinator, and Awareness Projects Specialist on existing and new initiatives that position the THGC as a leader in Hispanic connections to the Holocaust and other Genocides.

### ESSENTIAL DUTIES:

1. Coordinate and monitor Commission programs and projects associated with Hispanic Outreach programming.
2. Work directly with college student groups on outreach programs in colleges and universities.
3. Assist Education Coordinator in the preparation of study guides for grades 5-12 educators.
4. Assist Education Coordinator with workshops/professional development for educators.
5. Work with Executive Director on grant proposals for new or existing programming.
6. Create partnerships with organizations whose programs reach Hispanic/Latino audiences.
7. Provide support and collaborate in the planning, development, and implementation of Commission programs.
8. Communicate with the public and educational organizations to encourage and promote interest in Commission programs and projects and to partner with entities to coordinate or modify courses of study and awareness programs.
9. Perform project work, such as coordination of activities, monitoring or program outcomes, documenting and reporting progress.
10. Assist in maintaining and updating information on the Commission's website.
11. Interact and coordinate projects with THGC Commissioners, as needed.
12. Provide general support for commission programs, as needed.
13. Provide back-up telephone and administrative support to the division's office manager, as needed.
14. May train others.
15. Adhere to established work schedule with regular attendance.
16. Follow all THC safety guidelines/procedures and ethics requirements.

### NON-ESSENTIAL DUTIES:

22. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited four-year college or university with major coursework in history, government, education or related field;
- Minimum three years' work experience providing technical assistance or project support work;
- Work experience preparing and analyzing technical reports;
- Bilingual (reading, writing and, speaking proper Spanish);
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

**PREFER:**

- Master's degree in History, Public History, or Education.
- Aware of the Holocaust and Genocide studies and willing to expand knowledge base.
- Educational background with some experience in producing lesson-plans and providing teacher in-service presentations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state, and federal laws related to Holocaust education programs, of public administration and management techniques, of statistical analysis processes, of budget processes, of research techniques, of training and marketing techniques, and of program management processes and techniques;
- Knowledge of and experience with Holocaust and genocide studies;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in identifying measures or indicators of program performance;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training,

promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**